



EMPLOYMENT OPPORTUNITY

The Town of Pelham is now accepting applications for the following position:

Roads Supervisor

The Roads Supervisor is responsible for the supervision of daily activities within the roads division of the Public Works Department, ensuring compliance to all relevant legislation. This position routinely investigates, identifies and responds to reports of hazards and/or deficiencies that may adversely affect the Town or Pelham's infrastructure and, consequently, public safety. This position is also responsible for the inspection of job sites and work zones as well as investigating and resolving public inquiries.

What You Will Do:

- Oversee the repair and maintenance of roads, sidewalks, curbs, bridges, traffic signs, streetlights, catch basins, boulevards, forestry within the right of way, and associated winter control operations, including salting/sanding, plowing, and snow removal.
- Monitor staff to ensure the effective and safe operation of equipment, maintenance standards, seasonal operations, and inspection/surveying to identify and respond to deficiencies.
- Oversee and schedule complete safety device inspection and maintenance including signs, bridges and guardrails, as well as routine patrols verifying road conditions meet or exceed the Minimum Maintenance Standards as defined in the *Municipal Act*.
- Supervise assigned unionized staff according to the terms of the collective agreement including scheduling of work, preparing work plans, staff training, development, health and safety as per the *Occupational Health and Safety Act* and Town policy, and other regulatory compliance, performance management, coaching/mentoring, timesheet review and overtime/vacation authorization.
- Ensure all work/activities are documented through the Town's work order management software for future reference and key point indicators.
- Ensure that all staff receive required operational training on an ongoing basis.
- Supervise the filing and implementation of traffic control plans for construction sites and roadside operations in accordance with the Ontario Traffic Manual Book 7.
- Assess and record pending weather conditions and plans for responsive winter control operations, ensuring the maintenance of roads to create safe driving conditions in all seasons; coordinate snow removal operations, including call-ins after hours.
- Provide input to the Manager of Public Works in the development of maintenance plans and equipment standards, level of service standards, operational and capital projects, department policies, and other similar guiding parameters for operation.



Regularly review the effectiveness of the division's operations and discusses improvement strategies with the Manager with respect to efficiencies and improved customer service; subsequently implement any agreed upon changes.

- Assist the Director, Manager and the People Services Department with hiring of new staff, discipline and termination decisions.
- Regularly review and evaluate field operations and service delivery methods/processes with a view to benchmarking productivity, streamlining and updating practices, assuring compliance with standards, procedures and health and safety, and fostering excellence in customer service.
- Review and respond to difficult or highly sensitive public complaints and respond to customer service inquiries in consultation with the Manager of Public Works. This may include written or verbal communication or site visits to discuss and resolve concerns, documenting results.
- Collaborate with and provide support to the Manager of Public Works, the Supervisor of Beautification and the Supervisor of Water/Wastewater and act in their absence as needed.
- When appropriate, represent the Town in legal proceedings as the result of traffic accidents, providing information about road maintenance activities and testifying in court, if required.
- Assist in the preparation of the Roads division budget, goals, objectives, and estimate and monitor expenditures to ensure compliance with the approved budget. Review invoices and provide input to specifications for material and equipment tenders.
- Assist the Manager in developing short and long-term repair plans for Road's assets relating to asset management life cycle repairs. Manage the stock of materials and supplies related to road maintenance and repair.
- Participate in the department's On-call Supervisor rotation to respond to emergency situations after hours.
- Other related duties as assigned.

What We're Looking For:

- You may be hesitant to apply if you do not have every qualification listed below. While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds and varying levels of experience and education to apply. We will evaluate your suitability for the role.
- Post-secondary diploma in Civil Engineering or an equivalent combination of education, qualifications and experience
- 5 years of experience in road infrastructure maintenance and operations or related environment with practical experience in operating procedures, scheduling, and road specific maintenance programs



- 5 years of supervisory experience in the coordination of work crews, work assignments and best practices, preferably in a unionized environment
- Eligibility for or holder of a Certified Road Supervisor (CRS) designation from the Association of Ontario Road Supervisors
- Valid DZ license in good standing
- Proven analytical, organizational, planning and leadership abilities with well-developed written and verbal skills
- Strong troubleshooting and problem-solving skills and the ability to think critically with strong decision-making acumen.
- Ability to assign work and ensure successful completion by their assigned staff

What's In It For You:

- A competitive salary ranging between **\$91,758 to \$107,343** with a 40-hour work week (7:00am to 3:30pm Monday to Friday). Work outside of normally scheduled hours, particularly during seasonal winter control operations, is required.
- Fully paid, comprehensive group benefits including an annual \$500 Healthcare Spending Account and participation in the OMERS pension plan
- Professional development training opportunities
- A supportive and collaborative work environment
- A commitment to creating a diverse, equitable and inclusive culture that promotes a sense of belonging and represents and reflects the needs of the community we serve.

Resumes must be submitted directly to the Manager of People Services at hr@pelham.ca by **9:00am on Friday, October 4, 2024.**

The Town of Pelham is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments.

In accordance with the *Accessibility for Ontarians with Disabilities Act*, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 315. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted. In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the *Municipal Act, 2001*, and will only be used during the selection process for the subject posting.